

## **Position Description - Aircraft Mechanic**

### **Position Summary**

Under general supervision, the Aircraft Mechanic position is responsible for technical maintenance and repair work on single and multi-engine aircraft. Positions allocated to this classification are responsible for performing annual and progressive inspections, as required by the Federal Aviation Administration (FAA); and performing, inspecting or approving, for return to service, an aircraft after a major repair or major alteration. Positions make independent decisions regarding air safety and regulatory compliance. This work requires possession of a FAA Airframe and Powerplant Certificate.

### **Time %    Goals and Worker Activities**

#### **45%      A.    Aircraft Inspection**

A1. Perform annual and 100-hour inspections, as well as perform or supervise progressive inspections on State of Wisconsin-owned aircraft.

A2. Inspect and approve for return to service, aircraft or related parts and/or appliances after repair or alteration, in accordance with Part 43 and 65.95 of the FAA Code of Federal Regulation (CFR).

A3. Perform or supervise required inspections of aircraft, make major and minor repairs of engines, airframes, and component parts of state-owned aircraft. Certify the aircraft as airworthy.

A4. Ensure that FAA Airworthiness Directives and applicable manufacturer's instructions and requirements are complied with.

A5. Make recommendations to maintenance supervisor on all phases of Department of Administration aviation program as it pertains to safety.

A6. Attend annual Inspection Authorization renewal course.

#### **30%      B.    Aircraft maintenance**

B1. Ensure that all maintenance is accomplished in accordance with program requirements and standards.

B2. Troubleshoot communications systems.

B3. Inspect and repair display monitors and other avionics systems.

B4. Perform other related tasks required to meet program goals.

**20% C. Aircraft maintenance record retention**

- C1. Keep accurate records of all maintenance performed on state-owned aircraft.
- C2. Make all appropriate log book entries for the maintenance performed.
- C3. Ensure the maintenance program work orders are kept current for the aircraft labor and parts expenditures.
- C4. Complete and submit proper forms to the FAA when necessary.

**5% D. Certification**

- D1. Keep current on the FAA regulations, Airworthiness Directives, and manufacturer's applicable service instructions, bulletins, and maintenance manuals pertaining to the aircraft, powerplant, propellers, and accessories.

**Special requirements**

- Airframe and Powerplant Mechanics Certificate
- Inspection Authorization Certification preferred

**Knowledge, Skills, and Abilities**

1. Knowledge of overall goals of the Department and the procedural steps involved for the aviation program to assist other sections in attaining these goals.
2. Knowledge of FAA Regulations and policies as they apply to the section.
3. Knowledge of Department and State Directives as they apply to the section.
4. Knowledge of safety training programs as they apply to the section.
5. Skill in repair of sheet metal and or composites
6. Excellent problem-solving and customer service skills
7. Time management skills
8. Knowledge of general aviation maintenance
9. Aircraft inspection
10. Airframe repair or modification
11. Knowledge of electrical wiring, fuses, and circuitry
12. Record keeping skills